**GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Student** | **Last name(s)** |  |
| **First name(s)** |  | **Gender** [Female/Male/Undefined] |  |
| **Date of birth** |  | **Nationality** |  |
| **Level of education** (EQF level) |  |
| **Field of education** (ISCED code) |  | **Field of education** (clarification) |  |

|  |  |
| --- | --- |
| **Sending Institution** | **Universitat Politècnica de Catalunya (UPC)** |
| **Faculty/ Department** |  |
| **Address** |  |
| **City** |  | **Country** |  |
| **Administrative contact person name** |  |
| **Position** |  |
| **Phone** |  | **e-mail:** |  |

|  |  |  |
| --- | --- | --- |
| **Receiving Institution** | **Name**  |  |
| **Faculty/ Department** |  |
| **Address** |  |
| **City** |  | **Country** |  |
| **Organisation/enterprise** | [ ]  **Non-profit** [ ]  **Public body** |
| **Administrative contact person name** |  |
| **Position** |  |
| **Phone** |  | **e-mail:** |  |

|  |
| --- |
| The level of language competence in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that the student already has or agrees to acquire by the start of the mobility period is: |
|  | A1 [ ]  | A2 [ ]  | B1 [ ]  | B2 [ ]  | C1 [ ]  | C2 [ ]  | Native speaker [ ]  |  |

**Learning Agreement type and mobility duration**

|  |  |
| --- | --- |
| **Learning agreement for studies type** (select one) | **Estimated duration (to be confirmed by de Receiving Institution)** |
| [ ]  Long-term mobility[ ]  Virtual component (only if applicable) | Planned period of the physical mobility:from …………………………………………………………… *day/month/year*to ……………………………………………………………….. *day/month/year* |
| [ ]  Short-term mobility with a mandatory virtual component |
| [ ]  Short-term doctoral mobility [ ]  Virtual component (only if applicable) |

**BEFORE THE MOBILIY**

**Table A – Study programme at the Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component [[1]](#endnote-1)code**(if any) | **Component title at the Receiving Institution**(as indicated in the course catalogue[[2]](#endnote-2)) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS[[3]](#endnote-3) credits** (or equivalent) **to be awarded by the Receiving Institution upon successful completion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** |  |
| **Web link to the course catalogue at the Receiving Institution describing the learning outcomes:** [web link to the relevant information) |  |

**Table B – Recognition at the Sending Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Componentcode**(if any) | **Component title at the Sending Institution**(as indicated in the course catalogue) | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits** (or equivalent) **to be recognised by the Sending Institution** | **Automatic recognition****[Yes/No]** |
|  |  |  |  | Yes [ ]  No [ ] No |
|  |  |  |  | Yes [ ]  No [ ]  |
|  |  |  |  | Yes [ ]  No [ ]  |
|  |  |  |  | Yes [ ]  No [ ]  |
|  |  |  |  | Yes [ ]  No [ ]  |
|  |  |  |  | Yes [ ]  No [ ]  |
| **Total:** |  |
| Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information) |  |

**Table C – Description of a virtual component at Receiving Institution and recognition at the Sending Institution.** [If the option of virtual component was selected the table below must be filled in]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code**(if any) | **Component title or description of the study programme at the Receiving Institution** | **Short description of the virtual component** | **Semester** [e.g. autumn/spring; term] | **Number of ECTS credits to be awarded** | **Automatic recognition** **[Yes/No]** |
|  |  |  |  |  | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
|  |  |  |  |  | Yes [ ]  No [ ]  |
|  |  |  |  |  | Yes [ ]  No [ ]  |
|  |  |  |  |  | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
|  |  |  |  |  | Yes [ ]  No [ ]  |
|  |  |  |  |  | Yes [ ]  No [ ]  |
| **Total:** |  |  |

**Commitment** **of the three parts**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the principles agreed in the Inter-Institutional Agreement. The Beneficiary Institution and the student should also commit to what is set out in the mobility agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits, if it is established in the agreement, to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student** | Name |  | signature |
| e-mail |  |
| Position | Student |
| Date |  |
| **Responsible person at the Sending Institution** | Name |  | signature |
| e-mail |  |
| Date |  |
| **Responsible person at the Receiving Institution** | Name |  | signature |
| e-mail |  |
| Date |  |
| e-mail |  |
| Date |  |

**Exceptional changes to the learning agreement**

**Table A2 – Exceptional changes to Table A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component code**(if any) | **Component title at the Receiving Institution**(as indicated in the course catalogue) | **Deleted/Added component**(tick if applicable) | **Reason for change**[Add the applicable reason code or write other reason] (choose an item) | **Number of ECTS credits (**or equivalent to be awarded) |
|  |  | [ ]  Deleted[ ]  Added | **Choose an item.** |  |
|  |  | [ ]  Deleted[ ]  Added | **Choose an item.** |  |
| **If, you have chosen item 4. or 8. other (please specify)**  |  |
|  |

**Table B2 – Exceptional changes to Table B** (If applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code**(if any) | **Component title at the Sending Institution**(as indicated in the course catalogue) | **Deleted/Added component**(tick if applicable) | **Reason for change**[Add the applicable reason code or write other reason] (choose an item) | **Number of ECTS credits (**or equivalent to be awarded) | **Automatic recognition** **[Yes/No]** |
|  |  | [ ]  Deleted[ ]  Added | **Choose an item.** |  | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
|  |  | [ ]  Deleted[ ]  Added | **Choose an item.** |  | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| **If, you have chosen item 4. or 8. other (please specify)**  |  |
|  |

**Table C2 – Exceptional changes to Table C** (If applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code**(if any) | **Component title or description of the study programme at the Receiving Institution** | **Short description of the virtual component** | **Reason for change**[Add the applicable reason code or write other reason] (choose an item) | **Number of ECTS credits (**or equivalent to be awarded) | **Automatic recognition** **[Yes/No]** |
|  |  |  | **Choose an item.** |  | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
|  |  |  | **Choose an item.** |  | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| **If, you have chosen item 4. or 8. other (please specify)**  |  |
|  |

**Approval of exceptional changes to the learning agreement**

By signing/approving this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student’s degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study

|  |  |  |  |
| --- | --- | --- | --- |
| **Student** | Name |  | signature |
| e-mail |  |
| Position | Student |
| Date |  |
| **Responsible person at the Sending Institution** | Name |  | signature |
| e-mail |  |
| Position |  |
| Date |  |
| **Responsible person at the Receiving Institution** | Name |  | signature |
| e-mail |  |
| Position |  |
| Date |  |

**Glossary**

| **Term**  | **Definition/Explanation**  |
| --- | --- |
| **Nationality** | Country to which the person belongs administratively and that issues the ID card and/or passport. |
| **Level of education** **(EQF level)** | Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). EQF level codes 5 to 8 are equivalent to the ISCED level 5 to 8. |
| **Field of education** | The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) available at <http://ec.europa.eu/education/international-standard-classification-of-education-isced_en> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution |
| **Administrative Contact person** | A person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution. |
| **Long-term mobility**  | A physical study period abroad lasting at least one academic term/trimester or 2 months to 12 months |
| **Blended Mobility** | Any mobility can be carried out as a “blended mobility” by combining the study period abroad with on virtual component at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes. |
| **Short description of a virtual component** | A description of the virtual component of a blended mobility and the type of online activity(ies) undertaken. For example, it can be an online course, embedded in a course selected at the receiving institution; part of a blended intensive programme; and/or other type of virtual activity at the receiving institution. |
| **Short-term doctoral mobility** | A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes. |
| **ECTS credits (or equivalent)** | A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes. |
| **Automatic recognition** | All credits gained abroad– as agreed in the Learning Agreement and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in the learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students’ [diploma supplement](https://europa.eu/europass/en/diploma-supplement) or [Europass](https://europa.eu/europass/en) Mobility Document. |

| **Term**  | **Definition/Explanation**  |
| --- | --- |
| **Educational component** | A self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. |
| **Level of language competence** | A description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> |
| **Course catalogue** | Detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. |
| **Responsible person at the Sending institution** | An academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full and automatic recognition of the study programme described in the learning agreement on behalf of the responsible academic body. The name and email of the responsible person must be filled in only case it differs from that of the contact person mentioned at the top of the document. |
| **Reason for deleting a component** | Previously selected educational component is not available at the Receiving InstitutionComponent is in a different language than previously specified in the course catalogueTimetable conflictOther (please specify) |
| **Reason for adding a component** | Substituting a deleted componentExtending the mobility periodAdding a virtual componentOther (please specify) |

1. [↑](#endnote-ref-1)
2. [↑](#endnote-ref-2)
3. [↑](#endnote-ref-3)